

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

External Training Opportunities for Agency Employees

FROM:

Donald E. Smith  
Director of Training

EXTENSION

☐

NO.

OTR 79-1091

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

EO/DDA

5/13

*verbal request*

2.

3.

ADDA

*11/13 AM*

*TYI!*

4.

5.

*DDA*

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

DD/A Registry

79-3523

CTR 79-6516

DD/A REGISTRY  
FILE: Mining

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM: Donald E. Smith  
Director of Training

SUBJECT: Bureau of Alcohol, Tobacco and Firearms  
Request for Training

REFERENCE: Letter to Director of Training from Director,  
Bureau of Alcohol, Tobacco and Firearms,  
dated 30 October 1979, Same Subject

1. The Director of the Bureau of Alcohol, Tobacco and Firearms has requested that [ ] conduct a two-week System Dynamics course for Bureau personnel on Bureau premises. The request is directed to the Office of Training because several Treasury Department employees have attended scheduled offerings of the System Dynamics course and concluded that the technique would assist in satisfying a Bureau need for a modeling and simulation capability. If approved, the course will be taught from 13 to 20 November 1979.

2. We have received an informal opinion from the Office of General Counsel that this support to the Bureau of Alcohol, Tobacco and Firearms presents no legal problems. The Agency is permitted to provide "specialized equipment or technical knowledge for use by any other federal department or agency" under the provisions of [ ]. In addition, the fact that requests for this same type of training have been approved in the past establish it as proper and legal. This request differs from some previous approvals in that the course will be conducted away from the Agency.

SUBJECT: Bureau of Alcohol, Tobacco and Firearms Request  
for Training

3. Your approval of the referenced letter is requested.

[Redacted Signature]

Donald E. Smith

ILLEGIB

APPROVED:

EGIB

[Redacted Signature]

*for* Acting Deputy Director for Administration

\_\_\_\_\_  
(Date)

Distribution:

Orig - Return to DTR

✓2 - DDA